

## Second Unitarian Church of Omaha - Facility Rental Application

### This rental application is for a:

- New rental       Change of an existing rental agreement

*If requesting a recurring rental, provide additional details (frequency, duration, etc) on a separate page. You will be contacted to discuss your specific needs for a customized agreement.*

<b>Event:</b>			
<b>Organization</b> (if applicable):			
<b>Date(s):</b>		<b>Appx # of Participants:</b>	
<b>Time required</b> (include set-up/clean-up):			
<b>Area(s) required:</b>	<input type="checkbox"/> Upstairs/sanctuary <input type="checkbox"/> Downstairs		
<b>Items required:</b>	<input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Coffee pots <input type="checkbox"/> Piano <input type="checkbox"/> AV/projector		
<b>Contact information:</b>	<b>Name:</b>		
	<b>Address:</b>		
	<b>City, state, zip:</b>		
	<b>Phone:</b>		
	<b>Email:</b>		
	<b>Position (if applicable):</b>		

### Renter agrees (please initial each):

- \_\_\_\_\_ 1. The name of Second Unitarian Church is **not** to be used in a way that implies church sponsorship of the event.
- \_\_\_\_\_ 2. The facilities shall be used solely for the purpose described.
- \_\_\_\_\_ 3. Church facilities must **not** be used for any illegal activities.
- \_\_\_\_\_ 4. Set-up and clean-up are the responsibility of the renter and included in rental hours.
- \_\_\_\_\_ 5. Firearms, lit candles, smoking or vaping are **not** allowed.
- \_\_\_\_\_ 6. Alcohol is **not** allowed, except by renters who are church members for personal events.
- \_\_\_\_\_ 7. Church sanctuary capacity of 120 is **not** to be exceeded.
- \_\_\_\_\_ 8. Kitchen is not commercial grade, so is **not** available for rental use per government regulations.
- \_\_\_\_\_ 9. Bringing in any large pieces of furniture or equipment must be approved in advance.
- \_\_\_\_\_ 10. The coffee pots upstairs may be used. Grounds must be removed, pots rinsed, and ready for their next use following the event.
- \_\_\_\_\_ 11. The grand piano is **not** to be moved. Playing is allowed with pre-approval.
- \_\_\_\_\_ 12. Nothing may be removed from or attached to the walls. Exception is paper or posters that are attached only by use of non-marring, removable adhesives, such as painter's tape. Such items must be removed immediately following the event.
- \_\_\_\_\_ 13. Entry is **not** allowed into church offices, classrooms, or nursery
- \_\_\_\_\_ 14. An outside officiant for events such as weddings or memorial services, must be approved in advance by the Minister of Second Unitarian, or by the Board Chair or Vice Chair if the Minister is unavailable.

Fee	Description	Rate	Your Total:
<b>Rental Rates (non-members)</b>	4 hours or less	\$150	
	Additional cost per hour	\$25/hour, not to exceed \$100	
<b>Rental Rates (members)</b>	No rental fee for memorial services or weddings/commitment ceremonies		\$0
	Flat \$50 fee for personal gatherings such as graduation or birthday celebrations		
	Business-related events are at the same rate as non-members above		
<b>Security Deposit</b>	Security deposit will be returned to the renter following the event(s) if the premises are restored to order with tables away, trash removed, there is no damage, and no additional cleaning required.	\$200	\$200
<b>Hourly Event/ Technology Host:</b>	Required for building security and to assist with locating items. Event host is <i>not</i> required if a church member is a participant in the event.	\$60 for 4 hours or less;	
		\$25 per hour over 4 hours	
<b>Officiant (Second Unitarian Minister)</b>	This fee is determined at the minister's discretion.		
<b>Total due:</b>			

**Submit:**

- Notarized Hold Harmless Agreement. *Not required for memorial services or wedding/commitment ceremonies, member personal events without alcohol.* (forms for individuals and organizations below)
- Certificate of Insurance naming Second Unitarian Church as an additional insured, This is available from the renter's personal or business-related insurance carrier, or professional organization. *Not required for memorial services, wedding/commitment ceremonies, or member personal events without alcohol.*
- Check(s) for total fees, including security deposit. Minister's fee on separate check.
- Special requests (furniture, recurring rental, etc.)

***I have read and agree to the conditions above and am authorized to sign on behalf of the organization listed above (if any).***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees Paid:** \$ \_\_\_\_\_ Security deposit paid by separate check? Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*To be approved by Board of Trustees Chair or Vice Chair*

**Assigned key code** (if required): \_\_\_\_\_

**Security deposit returned/refunded:** \$ \_\_\_\_\_ Date: \_\_\_\_\_ If withheld, reason: \_\_\_\_\_

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# Second Unitarian Church of Omaha

3012 South 119<sup>th</sup> St, Omaha, NE 68144

Phone: 402-334-0537

Email: [Info@2uomaha.org](mailto:Info@2uomaha.org)

## Church Facility Usage and Hold Harmless Agreement - for individuals

I the undersigned, resident of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and grounds of **Second Unitarian Church of Omaha** (hereafter the "Church") on the dates listed below for the purpose of \_\_\_\_\_ (hereafter referred to as the "Activity.")

I understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned, or participants and guests, invited or not. Rather, I agree that I alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of participation in any form or fashion in the Activity.

I have general liability insurance with coverage limits of \$\_\_\_\_\_ in effect as of the date of the Activity. I agree to name the Church as an additional insured on the general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I further state that I understand the terms herein are contractual and not mere recital; and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

**Dates of rental:** \_\_\_\_\_

I have executed this Church Usage and Hold Harmless Agreement this \_\_\_\_ day of \_\_\_\_\_. 20\_\_\_\_

Printed name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Signature : \_\_\_\_\_

Date \_\_\_\_\_

NOTARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY SEAL:



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Phone: 402-334-0537

Email: [Info@2uomaha.org](mailto:Info@2uomaha.org)

## Church Facility Usage and Hold Harmless Agreement – for organizations

I, the undersigned authorized representative of \_\_\_\_\_ (hereafter the “Organization”) of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and grounds of **Second Unitarian Church of Omaha** (hereafter the “Church”) for the purpose of \_\_\_\_\_ (hereafter referred to as the “Activity” on the date(s) listed below.

I understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use the facility, building and grounds as well as all appliances and fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of our participation in any form or fashion in the Activity.

I represent that our Organization has general liability insurance with coverage limits of \$\_\_\_\_\_ in effect as of the date of the Activity. I agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I further state that I am authorized to sign this agreement; that I understand the terms herein are contractual and not mere recital; and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

**Dates of Rental:** \_\_\_\_\_

I have executed this Church Usage and Hold Harmless Agreement this \_\_\_\_ day of \_\_\_\_\_. 20\_\_\_\_.

\_\_\_\_\_ (ORGANIZATION NAME)

Authorized Representative: Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTARY SEAL: \_\_\_\_\_ (Notary Signature)